



# Department of Human Resources & Civil Service

## Promotional Exam Announcement

Please Post Conspicuously

Maggie Brooks  
County Executive

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Director

**Rochester City School District, Brighton, East Rochester, Fairport, Greece,  
Rush Henrietta and Webster Central School Districts,  
Towns of Ogden and Penfield,  
Monroe Community College, Monroe County Water Authority**

### P-79420

## Clerk II with Typing

- Application Fee: **\$15.00**
- Examination Date: **March 18, 2006**
- Closing Date for Filing: **February 8, 2006** - Applications must be filed in our office or postmarked by this date
- Performance Test: This examination requires a **forty (40)** word per minute **Qualifying Typing Performance Test**
- Performance Test Date: **June 10, 2006** – If you can not attend on this date, you must take a Typing Test with another agency. Please see the attached form PTW-1 (page 5 of this announcement) for additional information.
- Salary: **\$26,483 - \$33,868 annually (Monroe Community College)**  
**\$16.45 - \$22.77 hourly (Monroe County Water Authority)**  
**\$12.77 - \$15.16 hourly (Town of Ogden)**  
**\$27,864 - \$39,010 annually (Town of Penfield)**  
**\$10.80 - \$13.01 hourly (Brighton Central School District)**  
**\$11.00 - \$12.50 hourly (East Rochester Central School District)**  
**\$12.55 hourly (Fairport Central School District)**  
**\$10.50 - \$12.56 hourly (Greece Central School District)**  
**\$9.29 - \$10.92 hourly (Rochester City School District)**  
**\$10.17 - \$14.24 hourly (Rush Henrietta Central School District)**  
**\$11.67 - \$12.73 hourly (Webster Central School District)**  
**Varies with other Jurisdictions**
- Employment Opportunities: **The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

An open competitive examination is also being offered for qualified candidates.

#### Minimum Qualifications:

**Brighton, East Rochester, Fairport, Rush Henrietta and Webster Central School Districts, the Towns of Ogden and Penfield, and the Monroe County Water Authority:**

Candidates must be permanently employed in the competitive class at Brighton, East Rochester, Fairport, Rush Henrietta and Webster Central School Districts, the Towns of Ogden and Penfield, and the Monroe County Water Authority must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Clerk III with Typing** immediately preceding the date of the written test.

#### Greece Central School District:

Candidates must be permanently employed in the competitive class at Greece Central School District must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Clerk III with Typing OR Receptionist Typist** immediately preceding the date of the written test.

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**Rochester City School District:**

Candidates must be permanently employed in the competitive class at Rochester City School District must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Clerk III with Typing OR a clerical title in Brackets IX – XI** OR must have served continuously on a permanent basis for **twenty-four (24) months** holding the position of **Clerk Typist OR a clerical title in Brackets VII – VIII** immediately preceding the date of the written test.

**Monroe Community College:**

Candidates must be permanently employed in the competitive class at Monroe Community College must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Clerk III with Typing OR a clerical title in Grades 5 – 6** immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

**Fees:**

A \$15.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

**Exception to Fee Requirement:**

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

**Description of Duties:**

The work involves responsibility for the independent performance of difficult and complex clerical tasks, requiring a high degree of independent judgment and for decision making holding a high consequence of error. Keyboarding is an integral part of this position. The work is performed in accordance with general instructions regarding objectives, policies and procedures. The work is usually submitted in its final form and is not subject to detailed or immediate review. General supervision is received from a higher level clerical employee or an administrator. Direct supervision may be exercised over a small staff of clerical employees.

**Scope of Examination:**

The examination for this position will consist of two parts: (1) a rated written test and (2) a qualifying typing performance test. Candidates must pass **both** parts of this examination in order to receive a final passing grade for the entire examination. Your rank on the eligible list will be determined by your score on the written test only.

The **written, multiple-choice test** will cover knowledge, skills and/or abilities in such areas as:

1. Coding/decoding information

These questions test your ability to use written directions to code and decode information accurately. You will be asked to apply sets of coding rules to code information and to interpret coded information. Complete directions will be provided; no previous knowledge of or training in any coding system is required.

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**2. Name and number checking**

These questions test your ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

**3. Office record keeping**

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

**4. Understanding and interpreting written material**

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

**Calculators and Reference Materials:**

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **RECOMMENDED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

**Applications:**

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

**Candidates must record the Exam Number and Title on the Application.**

**Seniority:**

Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year period for each year of continuous permanent service calculated to the date of original entry in the permanent classified service in accordance with the following schedule.

Less than 1 year .....	0 Points
1 year up to 6 years .....	1 Point
Over 6 years up to 11 years .....	2 Points
Over 11 years up to 16 years .....	3 Points
Over 16 years up to 21 years .....	4 Points
Over 21 years up to 26 years .....	5 Points

Seniority points will be calculated at the time of examination.

**Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

**Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available

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at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

**Active Military Members:**

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

**Special Arrangements for Examination:**

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)] or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

**Multiple Exam Takers:**

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

**Admission to Examination:**

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

**Issue Date:** January 11, 2006

**MONROE COUNTY**  
**REQUEST FOR TYPING PERFORMANCE TEST WAIVER**

PTW-1

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Civil Service Exam

The exam you are taking requires a qualifying typing performance test. The exam announcement will inform you of the minimum words per minute required to pass your typing performance test.

**WAIVER AND PROPER DOCUMENTATION MUST BE POSTMARKED OR RECEIVED IN THIS OFFICE WITHIN THIRTY (30) DAYS AFTER YOUR WRITTEN EXAM.**

If you submit this waiver but it is not done correctly or the information is not complete, it will be returned to you. You will then be scheduled for a typing performance test and notified by mail of the time and location.

**I AM REQUESTING A WAIVER OF THE TYPING PERFORMANCE TEST FOR THE BECAUSE:**

- \_\_\_ 1. I am taking a Promotional exam and am currently in a position that required a typing performance test.  
**NOTE:** Promotional exams have an exam number that begins with P (ex: P-71234, PC3WT-0510-03).  
Current title: \_\_\_\_\_ Dept or jurisdiction: \_\_\_\_\_
- \_\_\_ 2. I am currently employed by Monroe County or a public agency or jurisdiction served by the Monroe County Civil Service Commission and presently hold permanent or contingent permanent competitive Status in a title that required a typing performance test at or above the rate of speed required for the Exam I am taking.  
Current title: \_\_\_\_\_ Dept or jurisdiction: \_\_\_\_\_
- \_\_\_ 3. I am providing documentation that I have been successful on a five (5) minute typing performance test at or above the rate of speed required for the exam I am taking with at least a 96% accuracy rate.
- The actual typing test date must be within five (5) years prior to or within thirty (30) days after the written exam.
  - This may be from a high school continuing education, college, business school, employment agency or local civil service agency.
  - Proper documentation consists of: Name, social security number, date of performance test or course completion, speed in words per minute and either number of errors or percentage of accuracy on official letterhead with the signature and title of the person providing the documentation.

Mail to:

**Monroe County Department of Human Resources**  
**39 West Main Street, Room 210**  
**Rochester, New York 14614**  
**Attention: Joyce**